

Sample Letter of Recommendation and Endorsement Supervisory Development Certificate (SDC) program

Letters of recommendation are from the SDC candidate's supervisor and should:

- Describe the candidate's potential.
- Identify areas where growth is desirable.
- Indicate how the candidate will benefit from this program.

The endorsement from the division director or agency head—can be in the form of a letter or just a one-sentence endorsement on the bottom of the letter of recommendation from the candidate's supervisor. (As noted below)

April 4, YYYY
Mr. James Terry
OMB/HRM/Statewide Training and Development
122 MLK Jr. Blvd.
Haslet Armory
Dover, DE 19901

Dear Mr. Terry:

I am pleased to nominate Mary Doe for the Supervisory Development Certificate program. Mary has been a supervisor with the Department of Health and Social Service's Division of Public Health for two years. During that time Mary has proven to be a competent and dedicated employee whose proficiency and initiative serve our staff well.

Mary and I have carefully reviewed the six competencies of this program and agree that she will benefit most from interpersonal, critical thinking, and customer focus competencies. I am convinced that Mary's participation in this program will promote her career development and I look forward to supporting her efforts.

I understand that I will be meeting with Mary to review and discuss what she is learning from each course and how that will benefit our division and department.

Sincerely,

(Signed): _____
Jane Smith, Supervisor

As the Director of the Division of Public Health in the Department of Health and Social Services, I recommend Mary Doe for the Supervisory Development Certificate program.

(Signed): _____
Mark Jones, Director